

Section 14.3 PARAMS MENU

Personnel Data

Comp/OT Authorization

Purpose	This section provides the procedures for a user to add, update or delete compensatory or overtime authorization information for employees.
Window Name	Comp/OT Authorization
Reminders	<ol style="list-style-type: none">1. The Comp/OT Authorization window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>C</u> - Comp/OT Authorization items on the menu bar.2. The Comp/OT Authorization window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. If the New button was clicked, the Detail Data window is displayed.3. Once the Detail Data window is displayed, a user may add, update or delete authorization data.4. The Comp/OT Authorization window is used to enter authorization data for employees who are eligible for compensation or overtime under the Fair Labor Standards Act (FLSA) or approved by Civil Service. Once data has been entered, a user may track the amount of comp time or overtime worked in total or per pay period. If the amount of comp time earned is tracked, DCDS validates when a request is submitted from the employee using the Leave/OT Request window. If the amount requested exceeds the amount authorized, a warning message will display. The request may still be submitted when this warning occurs.
References	<i>No specific references</i>

Comp/OT Authorization

The following window is displayed when Params, Personnel Data, C - Comp/O/T Authorization is selected from the Menu bar. The steps are described on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Comp/OT Authorization

Selection Criteria

Dept: 01 Agency: TKU: Approver: ☐

SSN: -- Name:

Select

Detail

Selection List

Name	SSN	Appt Date	Move Date	Dept	Agy	TKU
AMBEAU, KASPARS M III	010-10-5442	12/22/1990	00/00/0000	01	01	001
LUBELAN, WENOKA	010-10-6115	12/09/1990	00/00/0000	01	01	001
SHAFT, HARLE	010-10-5217	12/25/1998	00/00/0000	01	01	001

<=> New Delete Save Close

Ready

DCDS Input Procedures

Comp/OT Authorization (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Dept*	<p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p>Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.</p>
2	Agency	<p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. An agency must be selected in order to select a TKU.</p> <p>Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.</p>
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number.
4	Approver	Click on the Approver box, if you are an Approver, to view all the employees that require your approval who are authorized for comp or overtime.
5	SSN	Enter the employee's Social Security Number, if selecting only one employee. The department, agency and TKU are not required. Click the Select button and the Detail Data window is automatically displayed.
6	Name	Enter the employee's last name or partial name, if selecting only one employee. The department, agency and TKU are not required. Click the Select button and the Detail Data window is automatically displayed.

**indicates a required field that must be entered.*

**DCDS Input Procedures
Comp/OT Authorization (Selection Criteria)**

Step	Field Name	Action
7	Select Button	Click on the Select button located at the top right of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one user was found.
8	Selection List	Highlight the employee to be updated and click the Detail button. The Detail Data window will then be displayed.
9	New Button	Click on the New button, if adding authorization information.

Comp/OT Authorization (Selection List)

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Appt. Date	The date an employee was appointed to a position.
Move Date	This field is obsolete and will be removed in the future.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.

Comp/OT Authorization

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Comp/OT Authorization

Selection Criteria

Dept: 01 Agency: TKU: Approver: ☐

SSN: -- Name:

Select Detail

Selection List

Detail Data

Name: AMBEAU, KASPARS M III SSN: 010-10-5442

Hours Type	Start Date	End Date	Total Hrs Auth	Tot Hrs per PP	Tot Hrs Worked	Authorized By	Authorized Date
1	2		3	4	5	6	7
	00/00/0000	00/00/0000	.0	.0	.0		00/00/0000

Modified User Id 8 Modified Date 00/00/0000 00:00

<=> New Delete Save Close

Ready

**DCDS Input Procedures
Comp/OT Authorization**

Follow the steps below to add, update, or delete Comp/OT Authorization data.

Step	Field Name	Action
Add Comp/OT Authorization		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Comp/OT Authorization information.
Update Comp/OT Authorization		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the employee in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update authorization information.</p>
Delete Comp/OT Authorization		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the employee to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the authorization information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Comp/OT Authorization data displayed in the Detail Data window.</p>

DCDS Input Procedures

Comp/OT Authorization - Detail Data Window

Follow the steps below to enter a new authorization.

Step	Field Name	Action
1	Hours Type*	Select the Hours Type from the dropdown list or enter the type.
2	Start and End Date*	Enter the start and end date of the authorization for the selected Hours Type.
3	Total Hrs Auth*	Enter the total hours authorized for the employee.
4	Tot Hrs per PP	Enter the total hours allowed per pay period.
5	Tot Hrs Worked	Displays the total hours worked. System generated counter that keeps track of hours worked for each Hours Type displayed.
6	Authorized By	Enter the name of the person authorizing the requested compensation or overtime. Note: Typically, the authorizing person is the manager who submitted the request to personnel.
7	Authorized Date*	Enter the date the requested time was authorized.
8	Modified User ID / Date	Displays the User ID of the last person who made modifications and the date the modifications were made.
9	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the Comp/OT Authorization information.

**indicates a required field that must be entered*